

TOWN OF BUENA VISTA, COLORADO
Town Clerk

Department/Division: Administration/Clerk
Work Location: Town Hall
FLSA Status: Exempt
Pay Grade: 8 Salary Range: \$41,275-\$57,787
Revision Date: October, 2010

GENERAL STATEMENT OF DUTIES

Performs and administers a variety of clerical and statutory duties in the daily operation of the Town. The Town Clerk makes and keeps an accurate record of all of the official acts of the Board of Trustees, and acts as custodian of the Town seal and the Town records.

ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista retains the right to modify or change the essential and additional functions of the job at any time.

- Prepares and distributes Board of Trustees meeting agendas, packets and related materials. Takes, tapes, transcribes and distributes meeting minutes. Coordinates and schedules work sessions and informational meetings.
- Files and records all agreements and contracts executed by the Town, all Ordinances and Resolutions, all policies and important goals and objectives adopted by the Board of Trustees.
- Publishes legal notices in accordance with municipal code and state law.
- Serves as Election Official for all Town Elections. Orders election supplies, ballots and designates and trains election judges. Performs duties in accordance with Colorado Revised Statutes, Title 31.
- Maintains a comprehensive database of Buena Vista Business License holders. Sends notices as necessary to new sales tax accounts/business owners and issues a yearly renewal notice to all active accounts. Issues Business licenses.
- Issues and maintains a database of all liquor licenses and locations within the Town of Buena Vista. Processes various types of licenses and renewals and assists and coordinates in any public hearings held in conjunction with the issuance of a new liquor license. Provides all necessary forms and assists in the assimilation of information to new liquor license applicants.
- Administers the Town's records retention schedule and policies. Serves as the custodian of the Town's records and maintains the filing systems. Performs searches in response to open record requests.
- Writes resolutions/proclamations for adoption by the Board of Trustees
- Conducts and prepares reports as requested by the Board of Trustees and/or Town Administrator.

- Issues and records cemetery deeds; assists customers in the selection and purchase of sites; maintains database of cemetery plots and burials.
- Performs Notary Public function.

ADDITIONAL DUTIES

- Answers the phone, greets and assists general customers.
- Assists Town Hall staff in various ways (i.e. accepting water payments, booking the Community Center, etc.). Serves as backup for other Town Hall positions.
- Performs all other duties as may be assigned or required by the Board of Trustees and the Town Administrator.

REPORTING RELATIONSHIPS

Supervision Received:

General direction is provided by the Town Administrator.

Supervision Exercised:

May provide direct supervision of positions and employees performing operations and activities within the Town Clerk's functional area of responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

Education and Experience:

Any combination of education and experience equivalent to the completion of an Associates Degree supplemented by additional Public Administration coursework and at least three years of increasingly responsible management experience in Public Administration. Certified Municipal Clerk designation preferred. Ability and willingness to obtain municipal clerk certification within 4 years.

Special Qualifications:

Notary Public certification is required to be maintained

Knowledge of:

- Organization services and community resources.
- Town ordinances and applicable state statutes pertaining to Statutory Municipalities.
- Colorado Liquor Law.
- Colorado Election Law.
- Current record retention laws pertaining to municipal government.
- English language, proper grammar, punctuation and spelling in oral and written communication. Current business letter writing techniques and methods.
- Operation of personal computers and related equipment and software including intermediate-level word processing, spreadsheets, and database software and management.

Ability to:

- Establish and maintain effective working relationships with other employees, representatives of other agencies and organizations, and members of the community.
- Communicate effectively both verbally and in writing.
- Maintain sensitive and confidential client information.

- Perform varied administrative tasks; determine relative importance of each, set deadlines and complete projects accordingly.
- Interpret and apply a variety of department policies and procedures.
- Perform word processing work at sufficient level of skill to accurately complete a relatively heavy workload in a timely manner.
- Perform data entry and verification work at sufficient level of skill to accurately complete a relatively heavy workload in a timely manner.
- Apply appropriate decision-making within scope of responsibility.
- Compose preliminary drafts of resolutions and some basic legal documents.

EQUIPMENT USED

Standard office equipment including, but not limited to, personal computer and associated software and hardware, telephone, copier, calculator and fax.

WORK ENVIRONMENT

Work is primarily conducted indoors with occasional travel to external meetings and site visits. Experiences routine exposures and hazards of a typical office environment.

PHYSICAL AND OTHER REQUIREMENTS

- Visual and physical capabilities to work on computers and associated equipment for prolonged periods of time.
- Requires the ability to sit and perform administrative and computer work for significant periods of time.
- May involve the ability to move and/or lift up to 25 lbs.
- Required to work after normal work hours to attend governmental meetings on a regular schedule.